

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
February 15, 2023, 7 p.m., Crystal Lake Public Library

I. Call to Order: The meeting of the Crystal Lake Public Library Board of Trustees was called to order by President William Weller at 7:00 p.m.

II. Roll Call and declaration of quorum:

Present: James Becker, Bonita Drew, Charles Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: None

Guests: Liz Kidera, Crystal Lake Public Library patron

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Stephanie Price, Public Relations Coordinator; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation Services, Penny Ramirez, Head of Technical and Automation Services; Dawn Dvorak, Head of Youth Services.

III. Public Comment: Crystal Lake Public Library patron Liz Kidera introduced herself as a newcomer to town and expressed her desire to get involved. She attended the Board meeting to learn more about the library.

IV. Board Development

Alexi Giannoulis has been elected as the new Secretary of State and State Librarian for Illinois. The "Library Enhancements – Committee Findings" Illinois Secretary of State Transition Report was included in the Board packet. This report highlights the challenges and opportunities facing Illinois libraries, and presents a plan for their improvement and enhancement.

V. Approval of minutes of previous meeting(s):

It was moved by Cary Waxler and seconded by James Becker to approve the minutes of the regular meeting of January 18, 2023 as presented.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

It was moved by Charles Ebann and seconded by Charles Stump to approve the minutes of the Special meeting of January 25, 2023 as presented.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

VI. Committee and Board Member Reports:

Minutes for the following board committee meetings were included in the packet:

- Finance, January 17, 2023
- Governance, January 30, 2023
- Planning/PR, February 1, 2023
- Personnel, February 6, 2023

Trustee Stump provided an update on the Personnel Committee’s ongoing study to explore the feasibility of providing salary increases to library staff. He informed the Board that Executive Director Fyolek will be conducting a comprehensive analysis of various scenarios and will report the results back to the Personnel Committee for further consideration. Trustee Stump also noted that the committee will present their findings and recommendations to the Board during the March 15 Board meeting.

Trustee Fellers expressed concerns over funding range of COLA and merit increases for staff over what was previously approved in FY 23/24 budget.

Trustee Drew provided an update on the Strategic Planning community survey, which closed on Friday, February 3. She informed the Board that a total of 363 surveys were submitted, indicating a significant response from the community. Additionally, Trustee Drew reminded the Board about the upcoming Strategic Planning Board Retreat. The retreat is scheduled to take place on Saturday, March 4, 2023, from 9 a.m. to noon. Trustee Drew emphasized the significance of the retreat and encouraged all Board members to attend.

VII. Financial Reports: It was moved by Charles Stump and seconded by Charles Ebann to approve the FY 22/23 Financial Report as of January 31, 2023.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$413,585.02, as follows:

<u>FUND</u>	
OPERATING	174,723.88
	233,237.10 ⁽¹⁾
IMRF/FICA	32,071.06
CONSTRUCTION & REPAIR	381.55
PER CAPITA GRANT FUNDS	855.43
GIFT & MEMORIAL FUNDS	897.00
SPECIAL RESERVE FUNDS	-28,581.00 ⁽²⁾
GRAND TOTAL	\$413,585.02

(1) Operating Total

(2) Special Reserve Total

Trustee Drew inquired about the legal notice charges and whether they were related to the recent Landscaping Maintenance Proposal and the Condenser Support Bid.

ROLL CALL:

Aye: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: None

Nay: None

Abstain: None

Motion Passed

IX. Communications:

The following communications were received since the December 14, 2022 Board meeting:

- CLPL received a “Saw you in the News...” note from State Representative Suzanne Ness highlighting the efforts of the library’s Homebound and Outreach Team.
- CLPL received an email from an appreciative patron regarding the Youth Services program ‘Tape Town’ offered at CLPL on Friday, January 13, 2023.

X. Board Action

A. Governance Committee Recommendation

1. Bylaws Revision

It was moved by Bonita Drew and seconded by Charles Ebann to approve the revised Crystal Lake Public Library Board of Library Trustees Bylaws as recommended by the Governance Committee.

The Board engaged in a detail discussion regarding the approval and procedures of the Executive Session minutes. Executive Director Fyolek provided clarification in response to Board inquiries, explaining that the Board is permitted to go into Executive Session to discuss Executive Session minutes, and then come out of Executive Session to approve the minutes. Executive Director Fyolek emphasized that no action can be taken during an Executive Session regardless of whether the minutes become open to the public or remain closed.

The Board recommended that Section 4: Executive Sessions, specifically Article 1 and Article 2, be reviewed by the library’s legal counsel for further clarification. The Board expressed concern that these two sections required additional detail in order to ensure compliance with legal requirements and to avoid any potential misunderstandings or misinterpretations.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

2. Meeting Room Policy Revisions

It was moved by Charles Ebann and second by Charles Stump to approve the revised Meeting Room Policy as recommended by Governance Committee.

Trustee Fellers proposed to make the Program Room available for patron use.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

3. Patron Behavior Policy Revisions

It was moved by Cary Waxler and second by Charles Ebann to approve the revised Patron Behavior Policy, to replace the existing Firearm Concealed Carry Policy, as recommended by Governance Committee.

Executive Director Fyolek drew attention to item number 7 of the Crystal Lake Public Library Patron Behavior Policy, which addresses the prohibition of firearms on library premises. The Board subsequently engaged in a thorough discussion of the policy, specifically focusing on the definition of “weapons” in the sections that reads “Weapons of any kind are prohibited on all Library property.” Trustee Fellers inquired about the level of detail provided in this section, and Executive Director Fyolek responded by stating just the section referring to the new Resolution has been reviewed, but the full policy is still pending Governance Committee review.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

B. Resolution Prohibiting Firearms on Library Property – recommendation from Governance Committee

It was moved by Cary Waxler and seconded by Charles Ebann to approve Library Resolution No. 2223-8 – Resolution Prohibiting Firearms on Library Property.

President Weller suggested that the Governance Committee review the section on “Firearms of any kind are not permitted on library property consistent with Library Resolution No. 2223-8” in the Patron Behavior Policy for further modifications.

Trustee Fellers raised concerns regarding section 4 of the “Resolution Prohibiting Firearms on Library Property.” Specifically, she suggested that providing more detailed guidance in the interpretation of the statute could prevent potential misinterpretation of the information. Trustee Fellers emphasized the important that the resolution is clear and unambiguous, in order to promote compliance and maintain a safe environment. Executive Director Fyolek indicated that she would reach out to library legal counsel with trustee concerns and follow up with Governance Committee.

ROLL CALL:

Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: None

Nay: James Becker

Abstain: None

Motion Passed

C. Educational Assistance Request – Personnel Committee Recommendation

It was moved by Charles Ebann and seconded by Cary Waxler to approve the request for tuition reimbursement from Kathryn Meyers and reimburse 50% of one 3 credit course per semester at UWM for the fall 2022 semester and spring 2023 semester, up to a maximum of \$ 995 per semester, upon completion of the course and submission of required paperwork.

Trustee Stump expressed ongoing support for Ms. Meyers' tuition reimbursement.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

D. Communications Plan 2023 – recommendation from Planning/PR Committee

It was moved by Bonita Drew and seconded by Charles Ebann to approve the 2023 Communications Plan.

Trustee Waxler commended the format of the Communications Plan 2023.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

E. Facilities Committee Recommendations

1. Landscape Maintenance Proposals

It was moved by Becky Sisler and seconded by Charles Ebann to hire Countryside Industries, Inc. for the 2023 season for the per occurrence fees specified in the attached proposal and addendum and authorize the President of the Board of Library Trustees of the City of the City of Crystal Lake to sign the proposal and addendum.

Trustee Waxler reported that a majority of the Facilities Committee members favored the landscaping maintenance proposal put forward by Countryside Industries, Inc. over our current provider Tonkin Landscaping, which we have used for the past 14 years. The difference in cost between the two proposals was significant, with Countryside's proposal coming in at approximately \$20,000 less than Tonkin's.

Assistant Director Migaldi expressed concerned about the low landscaping maintenance proposal and its potential impact on the quality our landscaping.

ROLL CALL:

Aye: James Becker, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, William Weller.

Absent: None

Nay: Bonita Drew, Cary Waxler

Abstain: None

Motion Passed

2. Condenser Bid Award

It was moved by Cary Waxler and seconded by Charles Ebann to approve the Facilities Committee recommendation to award the contract in the amount of \$39,349 to complete the condenser support replacement to Hartwig Mechanical.

Trustee Waxler provided the Board with a concise overview of the damage that the new air conditioner on the roof of the 1984 addition had suffered during a storm on July 4, 2022. After that, Trustee Waxler gave an update on the bids for the condenser support replacement, which closed on Thursday, February 2, 2023. He informed the Board that the lowest bid from 1 Source Mechanical had been withdrawn and that Hartwig Mechanical had submitted the next lowest bid.

ROLL CALL:

Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: None

Nay: James Becker

Abstain: None

Motion Passed

It was moved by Cary Waxler and seconded by Charles Ebann to approve the Facilities Committee recommendation and authorize the President of the Board of Library Trustees to sign the Award Letter submitted by SMC and to sign the contract after it has been reviewed by the library's attorney in the amount not to exceed \$67,864.

ROLL CALL:

Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: None

Nay: James Becker

Abstain: None

Motion Passed

XI. Board discussion:

Trustee Stump informed the Board that he will be participating in the “Meet-up in Your District in Three Steps” advocacy series, which consists of three steps. Step 1, “Get Ready to Advocate,” is scheduled for Wednesday, February 22. Step 2, “Library for Legislators,” will take place on Monday, February 27. The final, Step 3, will be a “Report of Back and Let Us Know How It Went” session, where attendees can share how their experiences and outcomes of their advocacy efforts.

Trustee Stump reported he has already registered for all three Trustee Forum Spring Workshops, which are scheduled to take place on Saturdays from 9 a.m. to noon. The workshops are as follows: Library Buildings Planning for the Future on March 4th, Library Finance for Trustees on April 1st, A meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting on May 13.

During the Communications Plan discussion, Trustee Drew mentioned she would like to promote passport and notary services at the upcoming City council meeting. Trustee Stump volunteered to join Trustee Drew at the meeting to promote these services.

Trustee Fellers reminded Board members about the importance of submitting their economic interest forms.

XII. Staff Reports: Written reports from Executive Director, Adult Services, Circulation Services, IT/Technical Services, Public Relations and Development Staff, Youth Services, and statistical reports for December 2022 and January 2023 were included in the packet.

Trustee Stump acknowledged the exceptional work of the Circulation Services team in handling the continued increase of passports applications.

Trustee Drew raised a question about the topic of the February All-Staff meeting, which was on “CLPL Collection Development Policy and Request for Reconsideration Procedures.” Executive Director Fyolek provided clarification.

Executive Director Fyolek announced that the CLPL 2023 Needs Assessment, which includes details on the new drive-up window, RFID system, and the Capital Maintenance Plan from Enberg Anderson which includes needed maintenance for the library building through 2041, will be resubmitted to the City. The submission is scheduled for Friday, February 16, 2023, it will be addressed to Financial Assistant Adam Orton.

Trustee Sisler expressed her admiration for the virtual Illinois Libraries Present Program titled “Saying Yes to Your Story: A Conversation with Kwame Alexander” which was presented on February 8, 2023.

Trustee Fellers expressed appreciation for the passport and notary services that are provided to the community by the Circulation Services team.

Executive Director Fyolek reported that more than 1,200 patrons have registered for Library Lovers Expedition 2023.

- XIII. Adjournment:** It was moved by James Becker and seconded by Charles Ebann to adjourn meeting at 8:30 p.m.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

Rebecca Sisler, Secretary